

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: FOOD SERVICE MANAGER

POSITION LOCATION: ASDB – Tucson and PDSB - Phoenix

POSITION REPORTS TO: Director of Operations

POSITION SUPERVISES: Food Service Assistant, Cook I/III, Food Service Workers II/III, Student Workers, Substitute Food Service Workers II

MINIMUM QUALIFICATIONS: Bachelor's Degree in institution or restaurant management, dietetics, or related field from an accredited university and four years' experience in volume food service management or equivalent combination of education and experience.

PREFERRED QUALIFICATIONS: Four years' experience as manager of volume food service cafeteria. Able to communicate using sign language. Considerable knowledge of dietetics and child nutrition. Experience with National school breakfast and/or lunch Program.

MAJOR DUTIES AND RESPONSIBILITIES: Selects, schedules, trains, and evaluates food service employees; plans menus; supervises production and service of meals; purchases food and supplies according to bid system. Assures proper storage and utilization of food and supplies. Manages department budget; National School Lunch, Breakfast, and Commodity programs. Plans and supervises special food service events. Oversees work-study students for on-the-job training. Provides nutrition education to students. Works with Nurse/Students on therapeutic diets and special dietary needs. Communicates with Teachers, Nurses, and other ASDB staff persons to accomplish goals. Follows applicable laws, regulations, and policies.

KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of principles and procedures of a volume food service, including purchasing, inventory, menu planning, food preparation and service, nutrition, employee management. Ability to direct the operation of large institutional food service program. Skill in using nutritional analysis computer program to analyze menus. Skill in using written and oral communications to perform duties.

SPECIAL REQUIREMENTS/CONDITIONS: Must pass a sign language class at one year of employment. Must utilize appropriate personal protective equipment as required.

PAY PLAN: <u>Administrator/Contract</u> GRADE: <u>30</u> FLSA: <u>Exempt</u> DATE: <u>Revised: 7/2006</u>
